

LEAP Coordinator Checklist

January 2023

The departmental Limited Examination and Appointment Program (LEAP) Coordinator serves a critical role as the central point of contact for the program. The LEAP Coordinator must communicate with key departmental contacts, maintain knowledge of candidate status, provide tools and information to supervisors, inform LEAP candidates on what to expect, and effectively address issues that may arise throughout the Job Examination Period (JEP).

Upon Notification of a LEAP Hire:

- Contact the newly hired LEAP candidate and provide your contact information. Explain the evaluation process and timelines (refer to [CCR 547.58](#) and [547.58.2](#)).
- Contact the LEAP candidate's supervisor and explain the following:
 - LEAP is a confidential examination process.
 - LEAP evaluations and associated timelines must be completed timely.
 - LEAP candidates serve a JEP and are not required to serve a probation period.
 - LEAP candidates are considered temporary employees while serving in the JEP and will achieve civil service status when appointed to permanent positions after successful completion of the JEP.
 - LEAP candidates qualify for benefits and privileges of state employment. LEAP candidates should contact their HR Office for more information.
 - JEP evaluations shall be administered once every four weeks at a minimum, and shall be based on knowledge, skills, and position competencies identified in the duty statement.
 - Supervisors are not required to use a specific JEP evaluation form, but the [CalHR Form 273](#) is an available resource. For the form link to function, open with Internet Explorer or download and then open in Adobe.
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- LEAP candidates may request reasonable accommodations.
- The supervisor can request to extend or reduce the JEP. This requires CalHR approval, and it is the LEAP Coordinator's responsibility to contact CalHR regarding the request.
- Supervisors can terminate the JEP of LEAP candidates who are unsuccessful in meeting job-specific performance criteria. Supervisors will need to work with the HR Office in processing the JEP termination process.

During the Job Examination Period:

- Monitor candidate status and assist the supervisor by setting reminders of JEP evaluation due dates. Follow up if evaluations are not completed or not received in a timely manner.

Appointment to the Position After JEP Completion:

- Review the completed evaluations ensuring all knowledge, skills, and position competencies have been assessed. Check that the evaluations are signed by the supervisor and employee. Verify the supervisor's approval to appoint the employee to the position.
- Work with your department's HR Office to appoint the candidate to the position after successful completion of the JEP (refer to CCR 547.58). Remind HR staff that LEAP is an exam process and JEP evaluation forms should not be placed in the candidates' Official Personnel Files.
- Follow up with the Personnel Office within one week, ensuring the transaction is complete.

Termination of Appointment:

- Once the supervisor determines that the candidate fails to satisfy the job performance criteria of the JEP, immediately refer them to the HR Office to process the JEP termination. Assist with gathering documentation and all JEP evaluation forms.

CONTACT INFORMATION

LEAP Manager

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